

# **Sovereign Community School**

12600 N. Kelley Avenue  
Oklahoma City, OK 73131  
School Fax: 405-594-6005

## **MISSION STATEMENT**

**The Sovereign Community School will activate the next generation of indigenous leaders by engaging our youth with rigorous, culturally relevant curriculum that challenges them to understand and affirm their roles as citizens of our many Native nations.**

## **VISION STATEMENT**

**Our school is born from the ideas of the Indigenous community of Oklahoma City and from them we believe first that meeting student wellness needs is foundational to our children's academic success.**

**We believe that rigorous and culturally relevant classroom content increases student engagement, learning, understanding and critical thinking while also elevating student consciousness about justice for our communities.**

**We believe that creating a space for all indigenous people to build community, fellowship and solidarity in Oklahoma City strengthens our kids, families and our Indigenous nations.**

**We recognize that the wisdom of our Grandmothers and Grandfathers is key to realizing our mission and that by placing that wisdom foremost we will activate the next generation of holistically healthy indigenous leaders and empowered citizens of this country's first nations.**

## **2019-2020 Principal/Superintendent**

Matt Wilson

## **2019-2020 School Board Members**

Phil Gover, Jacob Tsotigh, Sarah Adams-Cornell, Kyla Molina, and Kate Sultuska

## **2019-2020 Faculty and Staff**

Victoria Andrews  
Maria Bartlett  
Kendra Clements  
Jeremy Johnson  
Candace Keah-tigh  
Carrie Lehi  
Carol Pekins  
Kimberly Shook  
Stacie Thrasher  
Kirsten Wright

## **ETHICAL BEHAVIOR FOR EMPLOYEES AND ELECTED OFFICIALS WHO HAVE A STUDENT ATTENDING SOVEREIGN COMMUNITY SCHOOL**

- **Employees who have students in this school should take every effort to avoid using their position to unduly influence or interfere with the normal operation of the student’s academic, sports or disciplinary concerns at the school.**
- **Students who have parents, guardians, or relatives working at the school or parents, guardians, or relatives who are elected officials should not expect to receive favored treatment.**
- **Elected/ appointed officials of the SCS School Board bear a special responsibility not to let their position be used by themselves for special consideration or exception to the policies in this handbook.**

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## **GENERAL SCHOOL RULES AND POLICIES**

### **Visitors**

All visitors must check in and out with the main school office. The visitor must wear a visitor's badge provided by office staff while on the school property while school is in session. Any unauthorized visitors could be escorted off the school grounds.

Any person other than SCS school students, staff, or School Board personnel is regarded as a visitor. All visitors are required to report to the school office immediately upon arrival on campus. Visitors are not permitted unless it is in the best interest of the students and the school.

Parents/Guardians are always welcome to visit the school including classrooms, or for conferences with teachers or administrators. Parents/Guardians must report to the front office where staff will go or call to bring your student to the office area. Parents/Guardians who wish to take a student from school during the day must follow the checkout procedure. Private meeting space can be arranged at the parent's request, which should be scheduled with the school's administrator.

### **Student Check In/Out Procedure**

Any student leaving school during the day or arriving after school has already begun must follow proper procedures with the office manager or office staff. A Check In/Out Log is in place for all students arriving or needing to leave school. The parent(s)/guardian(s) are required to physically come into the school to sign out their student 17 years old or younger, unless other arrangements have been made with the office manager or administration.

Students 18 years of age will **NOT** be allowed to check out of school without the consent of the administrator or designee. After receiving the Administrator's consent the student is then permitted to check out with the office staff to leave school grounds. However, they are NOT allowed to check-out or leave with students who are 17 years and younger.

### **Crisis Response**

The fire alarm shall be heard throughout the main building. Immediately upon hearing this signal, students, faculty and others in the building shall evacuate by using a pre-arranged evacuation route. It is the staff's responsibility to ensure students know the exit plan and the directions for leaving the building from each of the rooms in an emergency.

The following procedures are in effect:-

1. Evacuate in an orderly fashion.
2. The teacher shall be the last person out of the room.
3. Close doors or windows.
4. Do not stop to fight the fire.
5. Teachers are to take roll outside with them to check attendance.
6. Each class will have a designated place where the students will meet.
7. Students should stay with their own class.
8. Students are to evacuate the building quietly.
9. No student is to return to the building until an "ALL CLEAR" message is given.

Crisis may come in any form. The students and staff will be trained in both evacuation and lock down drills over the course of the school year.

### **Athletics**

The school will offer athletics. It is the student, coach, faculty, and staff to ensure all forms and releases are on file. SCS will participate in the Heartland Christian Athletic Association and will follow all conference rules and regulations along with Oklahoma Secondary Schools Athletic Association (OSSAA) and the Oklahoma State Department of Education (OSDE) requirements.

### **Dress Code for Students**

SCS recognizes that student dress and grooming practices are generally a matter of personal choice. However, the school also recognizes that there is a relationship between student's choices of dress and grooming practices and such things as school pride, self-esteem, and general welfare of the students.

The student shall assume the responsibility for dressing appropriately for all school occasions and weather. Suitable shoes must be worn in school for reasons of health and safety. Common sense should be followed in selecting appropriate dress.

Students who violate the school dress policy may be asked to do any of the following depending upon the specific circumstances:

1. Change into clothing provided by the school.
2. Have other clothing brought to the school.
3. Remove inappropriate accessory or accessories.
4. Be transported home to change attire.
5. Surrender any drug or alcohol clothing/accessories to staff/ Administrator.

The following clothing choices are **NOT** acceptable:

1. Bare-midriff, sheer, low cut tops or short shorts.
2. Any clothing, accessories or symbolic apparel believed to be affiliated with gangs.
3. All clothing that refers to obscenities, pornography, violence, alcohol, drugs and/or contains unacceptable language or images.
4. Baggy pants that show underwear.

Students may wear hats or other head-wear in the school buildings during school hours.. Hooded sweatshirts are allowed. Hoods may be worn and taking down hoods will be at the teachers, staff, and administrations discretion. Hats and hooded sweatshirts must conform with rules for all other apparel.

### **Fundraising Policy**

Any fund raising activity must have prior approval of the school board and school administration. All fund-raising proceeds will be accounted for with club or activity sponsor, noted in activity funds and the school principal.

### **Illness, Injury or Medical Emergency at School**

If a student is injured or becomes ill at school, he/she is to report to his/her teacher. If necessary, the school will try to contact the parent. All students who are injured or become ill must check out through the front office before leaving school. When a student is transported by school personnel or ambulance to the hospital or clinic, the parent is responsible to meet the driver and student at the health facility.

In case of an accident or emergency during school or a school activity, students and staff are to notify the school administrator as soon as possible. First aid supplies are kept in the office and in classrooms. Should the situation require medical attention, the parent will be notified immediately, and the student will be taken to a medical facility for treatment.

Parent permission to receive medical attention in emergency situations is part of the admission packet. Students are encouraged to stay at home whenever they are ill.

### **Incentives**

The school may offer incentives for grades, positive behavior, attendance and/or punctuality. All incentives are performance-based and available to all students.

### **Internet Policy**

The purpose of the Sovereign Community School information network is to advance the educational opportunities for all students. It is therefore required that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

All students, faculty and staff must have signed the internet release form that was included in the enrollment packet. Any violation of the acceptable use, privileges, etiquette and responsibility as set forth by the SCS guidelines may not only be unethical but may constitute a criminal offense. Intentional misuse of hardware and/or software may incur expenses and suspension of privileges to the user. Violations and disciplinary action will be consistent with the SCS standards policies and procedures. No student is to have access to any teacher's computer.

## **Library**

Student use of the library is encouraged. Although the library is continually expanding, the following rules will be used to check out books:

- All books, except reference books may be checked out for two weeks at a time and may be renewed as often as necessary.
- Reference books must be used in the library. They may not be checked out overnight.
- Each person may have only two books checked out at any given time.
- Any book damaged or lost has to be paid for or replaced by the student.
- Any person with more than two lost books will lose the privilege of checking out more books until the books have been paid for or replaced.

## **Locker and Desk Searches**

School lockers and desks are the property of the school. At no time does the school relinquish its exclusive control of lockers or desks. School personnel, for any reason, may conduct inspections of the interiors of lockers or desks and their contents at any time, without notice, without student consent, and without a search warrant. Any suspicious items will be turned over to proper authorities.

## **Lost and Found**

If any person finds any item in the school or on the school grounds, he/she should turn it into the main office. All lost and found items will be kept in the main office. Please check there and/or with the custodians if you have lost anything.

## **Lunchroom Rules**

Students are offered breakfast and lunch everyday. Students are not allowed to leave the lunchroom with food. All food must be eaten in the lunchroom so that excess food, containers, and wrappers will not be scattered throughout the school building or on the school grounds. Students are expected to use good table manners and to clean up their eating area before leaving the lunchroom.

## Medications and Prescriptions

Medications that are to be given three times a day can be given before school, after school, and at bedtime. For the safety of your child, it is essential that the following be observed when medication is to be given during the school day:

In order for medication to be administered at school, all medication needs to be brought to the school by a parent/guardian with the prescription information. Should a parent/guardian in outlying areas be unable to bring the prescription medicine to the school, the prescription medication may be given to the Principal/Administration provided it has appropriate information for distribution to the student.

The school must have on file a complete medication form containing:

1. Student name
2. Name of medication
3. Diagnosis
4. Time and direction of administration
5. Dosage and route of administration (ex. 1 tsp. Orally)
6. Possible side-effects
7. Termination date of administration
8. Signature of a parent/guardian
9. Physician's name and office address

Additional rules and information applying to medication are the following:

- Limited quantities of the medication should be brought to the school.
- Medication forms are available from the school office.
- All medication administered at SCS will be secured in a locked compartment.
- NO Tylenol or over-the-counter medications will be administered to students unless parental permission is signed on the enrollment form.
- SCS IS NOT responsible regarding medication if the student or guardian does not comply with this policy.
- The school will provide a medication record.
- Personnel giving the medications may include the administrator, health specialist, or a teacher.
- Students are permitted to carry prescribed inhalers.

## Personal Entertainment Devices and Cell Phones

Students may use cell phones, I-pods, I-pads, earbuds, and other personal electronic devices in the **proper manner** before school, during lunch, break times, and after school.

Each teacher is responsible for their own cell phone policy within their classroom.

## **Student Vehicles**

A student who meets the following guidelines is permitted to drive to school:

1. He/she possesses a valid State of Oklahoma Driver's license and the Office Manager has a copy of the license.
2. He/she has proof of insurance on the vehicle being driven and the Office Manager has a copy of the proof of insurance.
3. Make, model, and car tag are on file.
4. A parent/legal guardian signs the parental consent form and the Office Manager has a copy of the consent form on file.

### **A student's privilege to drive may be suspended or revoked.**

Students who drive to campus without the proper credentials on file will be subject to appropriate disciplinary action.

## **Other Driving Regulations**

1. Students participating in school sponsored activities shall not drive personal vehicles to said activities.
2. Students may not leave the school in any person's car during class time, unless proper procedures are followed and permission has been granted.
3. Leaving the school without permission will constitute truancy and appropriate disciplinary and referral action will occur.
4. All personally owned student vehicles and vehicles driven to school by students that are owned by a parent or guardian are considered to be under the authority of the school during regular school hours.
5. At no time will students be allowed to transport other students to and from school unless prior permission is granted by the parent/guardian to be transported.
6. Students will not be allowed to drive any vehicle at any time during the regular school hours.
7. Vehicles may be searched at any time while on school property.
8. Smoking or loitering around vehicles will result in disciplinary action.

## **Transportation Policy (Bus)**

The safety of your child on the bus is a serious matter. This school requires that students riding the bus are under the authority of the bus driver. On the bus, as in the classroom, there is zero tolerance for insubordinate, physically dangerous, or illegal behavior. Students who engage in



any type of misbehavior, whether minor or severe, will be required to make amends and/or restore the situation.

Restitution may involve an apology; community or school service; fixing, replacing, and /or paying for damage caused; or losing bus privileges entirely. The school principal and/or teacher will determine the type of restitution required for a particular infraction.

It is our expectation that you will support safe riding and reasonable discipline. You will explain to your child(ren) the importance of proper behavior while riding the bus. It is important that you observe proper safety precautions when meeting your child at the bus. Specifically, you or your designee should wait for your child at the bus stop, leaving a minimum safe distance—approximately 6 feet—between you and the curb. You should wait for your child on the same side of the street whenever possible and avoid asking your child to cross traffic.

**The bus driver is in complete charge of the bus at all times and is responsible for the safety and discipline of the students.**

**School bus rules and regulations:**

- Students should be on time for their bus stop. Drivers will wait a minimum of 3 minutes per stop. Students should be on time for the convenience of the other passengers.
- Stay off the road while waiting for the bus.
- If students have to cross the road while loading, they must stay at least 10 feet in front of the bus.
- Students must keep hands, feet, and property inside of the bus.
- Fighting, throwing items, teasing other students, and use of profane language will not be tolerated.
- Emergency exit doors are for emergency use only.
- Students will remain seated while the bus is in motion.
- Littering, smoking, drug use, animals or weapons are not permitted on the bus.
- Parents will be allowed on the bus with school administration permission only.
- Parents must have indicated on the enrollment form alternative drop off destinations.
- Writing on or destruction of the school bus is prohibited.

**Students are expected to behave in an orderly manner at all times. Students who do not cooperate:**

- Will be referred for disciplinary measures.
- May be denied the privilege of riding the bus.

## 2019-2020 Bell Schedule

### Class begins at 8:30am

#### Monday-Wednesday and Friday

1st period: 8:30am-9:30am

Breakfast: 9:30am-9:50am

2nd period: 9:55-10:50

3rd period: 10:55-11:50

Lunch: 11:50-12:20

4th period: 12:25-1:20

5th period: 1:25-2:20

6th period: 2:35-3:30

#### Thursday

1st period: 8:30am-9:10am

Breakfast: 9:10am-9:30am

2nd period: 9:35am-10:10am

3rd period: 10:15am-10:50am

4th period: 10:55-11:30am

Lunch: 11:30am-12:00pm

5th period: 12:05pm-12:40pm

6th period: 12:55pm-1:30pm

### SCS ATTENDANCE POLICIES

Sovereign Community School adheres to the Oklahoma State Accreditation Standards.

#### **ABSENCES**

Attending classes on time is the responsibility of all students and their Parent(s)/Guardian(s). If a student is physically not in his/her scheduled classroom within the first 5 minutes of the class period, he/she will be marked absent.

A Parent/Guardian should contact the school when their student(s) is absent.

The student and/or a Parent/Guardian are responsible for providing written

#### **Documentation regarding an absence:**

Documentation must be presented within 2 days of student's return to school for the absence(s) to be excused.

#### **EXCUSED ABSENCES**

- a. Illness: this applies to the student being ill Two (2) consecutive or more absences will require a doctor's note or the absence(s) will be turned into UNEXCUSED absence(s).
- b. Death of an immediate family member: This includes the time necessary to travel to and from the place of the funeral.
- c. Medical, dental, mental health, or other professional appointments: Documentation required
- d. Court order placement in detention or house arrest.
- e. Ceremonial/Cultural related activities that benefit the well-being of the student.  
IN ORDER TO BE ASSURED THAT THE ACTIVITY WILL BE EXCUSED, THESE MUST BE WRITTEN REQUESTS & APPROVED BY THE SCHOOL ADMINISTRATOR WITH HIS/HER

SIGNATURE. ORIGINAL DOCUMENTATION MUST BE TURNED INTO THE MAIN OFFICE **BEFORE** THE STUDENT PARTICIPATES IN THE ACTIVITY. If administration doesn't receive the documentation, then the absences will stand and be coded as UNEXCUSED.

- f. SCHOOL SPONSORED ACTIVITIES. These absences are for school activities that conflict with regular school hours. These include, but are not limited to athletic contests, field trips, club or group involvement, career development or college courses being taken off-campus.

#### **UNEXCUSED OR UNVERIFIED ABSENCES:**

Occurs when a student has been marked absent by his/her teacher and confirmation of absence or reason was not received by the school. **UNVERIFIED absences will become UNEXCUSED ABSENCES after 2 days.**

**5 or more consecutive days absent:** A conference will be held with Principal to evaluate the needs for the student and continued services may be considered by the School Administrator and/or staff /or Special Education Teacher(s).

Per Oklahoma Standards for Accreditation: A student who is absent from instruction without excuse for ten (10) consecutive days is to be recorded as absent each day. On day eleven (11), the student is to be exited from the roll.

#### **Tardy Policy**

A tardy is defined as being late for within the first 5 minutes of a class period.

#### **Truancy**

Truancy occurs when neither the school nor the parent/guardian can account for the student's whereabouts. When students are identified as truant, their names are referred to the school's office manager/ administration and an attempt to contact parent/guardian via phone will be done immediately.

## **Academic Information**

SCS will utilize the approved grading scale as follows:

- A: 100%-90%**  
Performing at a superior level of work, attendance, effort and/or attitude.
- B: 89%-80%**  
Performing at an above average level of work, attendance, effort and/or attitude.
- C: 79%-70%**  
Performing at an average level of work, attendance, effort and/or attitude.
- D: 69%-60%**  
Performing below grade level work, attendance, effort and/or attitude.
- F: 59% or less**  
Failed
- I: -Incomplete**
- NC: -No credit**
- P/F: -Pass/Fail classes**

### **Grade Changes**

All grades are final ten business days after the end of any term and will be placed on the permanent transcript. Within the ten days, final grades may be added or changed with the written authorization of the Teacher and School Administrator. A Grade Change Form/Grade Documentation Form must be completed properly. Any incomplete (I) grades will result in a failing grade, F, if a grade change is not received from the grading teacher, within the ten days. After the ten days, any request to add or change grades will need approval from the School Board.

### **Cheating**

Cheating or copying of another students work is unacceptable. Any student caught participating in this type of behavior may receive a failing mark for that test or assignment, and may receive restorative justice or other disciplinary actions.

### **Honor Roll**

The Sovereign Community School will identify students who have excelled in school area including but not limited to academics. For each Term, the Honor Roll will be announced using the following criteria:

- ☐ High Honor Roll - Students with a 3.75 or better grade point average (GPA)
- ☐ Honor Roll – Students with a 3.0 to 3.74 GPA

Other recognitions will be developed as needed with progression of school culture at SCS

### **Parent Teacher Conferences/ Student Led Conference**

Parent Teacher Conferences are held near the middle of each term to exchange information between parent(s)/guardian(s) and teachers on students' progress in school.

STUDENTS ARE ENCOURAGED TO ATTEND THESE CONFERENCES WITH THEIR PARENTS AS IT IS PART OF OUR RESTORATIVE JUSTICE PRACTICE AND TO BE UTILIZED AS FREQUENTLY AS POSSIBLE. IT IS ENCOURAGED THAT STUDENT LED CONFERENCES BE ARRANGED BY TEACHING STAFF WITH PARENT/ GUARDIAN COMMUNICATION

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

All students desiring to graduate from SCS shall meet all Oklahoma State Department of Education Requirements. The minimum requirements for high school graduation are as follows:

### **Class Credits Required**

SCS will begin on a 4 quarter schedule at the beginning of the 2019-2020 school year. Beginning with the Fall semester of 2019, all students will be required to graduate with a minimum of 23 units/ credits (per Oklahoma state board of education requirements). The student support services worker or Administrator will convert credits accordingly for students presently attending SCS and for transfer students. The following curriculum has been aligned with the State of Oklahoma Department of Education standards for high school graduation.

### **Indigenous Literature and Composition (4 Credits)**

- Indigenous Lit I: Springboard ELA Theme - Coming of Age
- Indigenous Lit II: Springboard ELA Theme - Cultures
- Indigenous Lit III: Springboard ELA Theme – The American Dream
- Indigenous Lit IV: Springboard ELA Theme - Perspectives

### **Indigenous Math (3 Credits)**

- Indigenous Math I: Algebra
- Indigenous Math II: Algebra II
- Indigenous Math III: Geometry
- Indigenous Math Electives: Pre-Calculus, Calculus, Statistics

### **Indigenous Histories (4 Credits)**

- Indigenous Histories I: Oklahoma & North America

- Indigenous Histories II: Indigenous Geographies
- Indigenous Histories III: Indigenous World History
- Indigenous Histories IV: Tribal Sovereignty & U.S. Government

### **Indigenous Sciences (3 Credits)**

- Indigenous Sciences I: Environmental Science
- Indigenous Sciences II: Biology
- Indigenous Sciences III: Chemistry
- Indigenous Sciences Electives: Physics, Environmental Science II

### **Indigenous Wellness (4 Credits)**

- Indigenous Wellness I
- Indigenous Wellness II
- Indigenous Wellness III
- Indigenous Wellness IV

### **Indigenous Languages (2 Credits)**

- Indigenous Languages I: Indigenous Languages of North America
- Indigenous Languages II: TBD Tribally-led Language Class Offering

### **Indigenous Cultures (3 Credits)**

- Indigenous Cultures I
- Indigenous Cultures II
- Indigenous Cultures III

### **SCS Electives (2 Credits)**

- Possible Electives: Math, Science, Language, Law, Arts, Cultures

### **TOTAL CREDITS REQUIRED: 25**

**EOI Exams:** Additionally, SCS students would be required to pass at least 4 of the following seven classes' SCS EOI exams to graduate:

- Indigenous Literature I (Required)
- Indigenous Math I: Algebra (Required)
- Indigenous Sciences I: Environmental Science
- Indigenous Math II: Algebra II
- Indigenous Math III: Geometry
- Indigenous Histories II: Geographies
- Indigenous Literature III

Students are allowed to retake exams in order to pass this requirement, though only the first sitting of the exam contributes to the student's final grade in that class.

### Alignment to OK Promise

Given our unique curriculum we also want to be sure that our students are taking classes that make them eligible for OK Promise. A review of the core curriculum requirements for OK Promise show our curriculum well-aligned and our students eligible to apply their credits. A cursory look at the requirements left us unsure about our specialty curriculum around wellness, culture and indigenous languages, however the Higher Ed Regents have a clearly defined process for reviewing course not already listed for acceptance into the program and we intent to avail ourselves of that process at school start up. Once those speciality courses are approved, 100% of our curriculum will be in compliance with OK Promise as described by the Regents.<sup>1</sup>

### Credit Transferability

SCS pledges to comply with the Oklahoma student transfer laws. Every consideration will be given to high school students transferring in to SCS to ensure that students maintain a clear four year trajectory to high school graduation. Given our curriculum alignment to OAS students transferring out of SCS will not have an issue as all course codes will align with the OSDE requirements prior to student enrollment.

### **C. Individual Student Assessment**<sup>2</sup>

SCS students will be the primary drivers of their own learning. Through deliberate practice during direct instruction as well as during advising sessions, students will learn to monitor academic progress, identify their own areas of growth and learn to advocate for their academic

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<sup>1</sup> To review these requirements as well as the process for having classes approved by the regents go to this link: [https://secure.okcollegestart.org/College\\_Planning/Prepare\\_for\\_College/course\\_guidelines.aspx](https://secure.okcollegestart.org/College_Planning/Prepare_for_College/course_guidelines.aspx)

<sup>2</sup> This part of the application borrows heavily from our sister school - the Tulsa Indian Community Academy (TICA), a proposed partnership school with Tulsa Public School, which is also an NISN member school and whose team worked closely with NACA's curriculum group in the creation of their school

needs early, when problems are easy to mitigate. While classroom teachers will be responsible for monitoring student growth in their class, advisors will be responsible for monitoring their students' performance and behavior overall. Each advisor will receive student grades and behavior reports each quarter and will use those with the student and parents to create plans based on a student's performance, which may include a referral to SCS' Student Success Team, initiating a 504 or SPED referral.

Individual student progress will be shared with families via quarterly report cards and conferences. Each instructional teacher will share grades and notes with advisors. Grading will be accomplished through a standards-based grading system and will demonstrate students' mastery of grade-level state content standards.

- ☐ All students must take the Oklahoma required tests in Math and ELA prior to graduation. The test is usually administered during the sophomore year.
- ☐ All Students are required to take either the ACT or SAT college entrance examination before the end of the student's junior year.
- ~~☐~~ All students must complete an approved Senior Project in order to graduate. The Senior Project must include a written report (minimum 3 pages) and an oral presentation on what each student plans to do after high school.
- ~~☐~~ The above list may change due to requirements from the Sovereign Community School and the Oklahoma State Department of Education.

### **Sovereign Community Junior High Grade Promotion**

The school district will award credit for courses completed by students attending junior high. To be eligible for promotion to the next grade, students will be required to obtain the minimum credit requirements, or achieve the standards for alternate mechanism, and comply with the District's attendance requirements.

#### **MINIMUM CREDIT REQUIREMENTS**

To be eligible for promotion to the next grade level, each student will be required to:

1. Earn at least 10 out of 12 possible credits during the school year.
2. Earn at least 12 out of 15 credits in these core classes:
  - a. English
  - b. Math
  - c. Reading
  - d. Science



- e. Social Studies/Geography/US History
3. Earn at least 1 credit in each of the five core classes mentioned above.
4. Have a 1.5 cumulative GPA.
5. Be proficient on the spring NWEA Math, Reading, and Language tests.
6. Comply with the district's attendance policy.

## **SPECIAL EDUCATION STUDENTS**

The Individualized Education Program (IEP) team for special education students may establish alternate requirements or accommodations to credit requirements as are deemed necessary for the student to become eligible for promotion to the next grade level.

## **Disciplinary and Behavior Management Policy and Procedure**

### **Sovereign Community School Faculty**

Teachers shall have complete authority in their classroom and have class rules aligned with school policies and incentives they view as necessary as long as school policy is not circumvented. Students are expected to respect such authority and shall demonstrate general behavior that supports courtesy, decency, and the educational process.

All staff members including aides, clerical staff, custodial, maintenance, bus drivers, and cooks have the authority to enforce school rules in the school setting or at any school activity.

The classroom teachers will be the primary monitors of students during the school hours, on school grounds, and at school activities. All attempts to solve disciplinary problems will be made by the classroom teacher. Should their attempts prove futile, the problems will be referred to the Principal. The staff and student will discuss the disciplinary concerns and arrive at an acceptable solution as outlined by policy.

### **Appropriate Student Conduct** (includes, but is not limited to)

- Following all classroom rules.
- Do assigned classroom work.
- Treat others with respect.
- Walk in the hallways.
- Keep hands, feet, and objects to self.
- Show appreciation for and be courteous to all groups/guests presenting programs.
- Treat the building and grounds with respect.

**Inappropriate Student Conduct (includes, but is not limited to)**

- **Noise:** Any sound created by a student which distracts the student, other students, or the teacher from the business at hand. The noise may be generated vocally, (including, but not limited to, talking, swearing, or unintelligible sound) or non-verbally (such as, but not limited to, pencil tapping, or finger snapping).
- **Out of Place:** any movement beyond, whether explicitly or implicitly, defined boundaries in which the student is allowed movement of any sort.
- **Physical Contact:** any contact with another person or another person's property, which is unacceptable to that person. Kicking, hitting, pushing, breaking, throwing items, and stealing are all categorized as physical contact, as well as verbally threatening or a physically threatening gestures, such as making a fist or getting in someone's face.

**Drug and Alcohol Policy**

SCS recognizes that the use of drugs, illegally and/or inappropriately, is a danger to the positive development of students. The school recognizes that chemical dependency is a treatable illness. Students with chemical dependency problems who seek assistance and follow the prescribed treatment program will not be affected academically by the diagnosis or a request for treatment. SCS will do whatever is possible to assist the healthy recovery of any students who demonstrate a need. This includes providing educational materials to treatment facilities where SCS students are attending.

In the enforcement of these regulations, the principal may authorize:

- Unannounced inspections of students' desks and lockers.
- Unannounced inspections of students' automobiles driven to school.
- Unannounced inspections of the contents of pockets, backpacks, purses, and other similar items.

Any students found under the influence of any controlled substance, alcohol, or other mood altering chemicals will be turned over to the proper authorities. If any staff member finds paraphernalia that is suspicious it will be confiscated and turned over to the proper authorities as well.

**Smoking, Vaping, and Tobacco Use Policy**

Sovereign Community School grounds are a Smoke/Vape/Tobacco-Free campus. This includes all parking lots, walking trails, pond areas, and outdoor recreation areas.

**Weapons Policy**

Definitions:

**Weapon** – refers to any device, instrument, knife or firearm, whether loaded or unloaded, designed as a weapon which is capable of threatening or producing bodily harm or

death, including pellet guns, look-alike, toy gun or non-functioning guns that could be used to threaten others.

**Possession** – refers to having a weapon on one’s person or in an area subject to one’s control on school property or at a school activity. In the case of a student found in possession of a weapon that he/she is *holding* for another student, both students will be subject to the weapons policy.

## **Policy and Procedure**

Board policy forbids students to bring weapons to school or to school-sponsored activities. It shall be a violation of this policy for any person to have in his or her possession or conceal a weapon on school property. This includes, but is not limited to, buildings, parking lots, lockers, and vehicles.

Items in the following categories are defined as weapons:

- Any firearm of any description.
- Any knife of any description.
- Any metal knuckles and razors.
- Any ice pick or similar device having a sharp point, except that this shall not apply to any person delivering ice to a school district facility.
- Any other object that is carried for the purpose of inflicting injury on another.

Any student alleged to be in violation of this policy will be referred to the police authorities, and if allegedly a law has been violated, charges will be filed against the youth. The school shall suspend the student from school and refer him/her to the School Board for an expulsion hearing. An expulsion hearing shall be held within ten (10) school days following the incident. In the event the evidence substantiates the charge, the School Board will make its decision with respect to expulsion.

**A mandatory minimum one-year expulsion will be given to any student found guilty of bringing a firearm to school. SCS will not admit a student who has been expelled from another school district for violating the law until the student has completed the expulsion period of not less than one year. Timing will be based upon written confirmation from the district that initially expelled the student. If a student challenges this decision of the board, that student is entitled to a due process hearing before the board according to the district's procedure for conducting an expulsion hearing.**

The persons affected by this policy are hereby notified that violation of this policy is considered by the school board as grounds for expulsion.

In the enforcement of these regulations, the principal may authorize:

- Unannounced inspections of students' desks and lockers.
- Unannounced inspections of the contents of pockets, backpacks, purses, and other similar items if suspected of being in possession of prohibited, stolen, or illegal items.

If a student has knowledge of another student(s) having possession of a weapon, he/she is obligated to inform a staff member. For safety purposes, he/she should not touch the weapon.

### **Student/Sexual Harassment and Violence Policy**

To maintain a learning and working environment that is free from sexual harassment and violence, the Sovereign Community School prohibits any form of sexual harassment or violence. Harassment includes any physical or verbal conduct, which is related to a person's gender, sexual orientation, race, color, age, religion, national origin, marital status or disability and which:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive school environment.
2. Has the purpose or effect of substantially or unreasonably interfering with a student's school performance;
3. Otherwise adversely affects a student's school opportunities.

Any student or employee that commits sexual harassment or violence will be subject to disciplinary action. All complaints are to be addressed to the principal or staff and will be investigated immediately and the proper action will be taken. The principal serves as the designated official for oversight of this policy.

### **Suspended Students**

#### **Out-of-School Suspension**

Students may receive out-of-school suspension (OSS) for up to 10 days by the Principal/Vice Principal following a conference with the student and parent/guardian or notification to parents/guardians. Parents/guardians must be given notice of the OSS and a written or oral explanation of the charges. The student has the right to present his/her side of the issue prior to the suspension or as soon as practicable. Suspended students are not allowed on school grounds at any time without prearranged permission from the school administration.

Suspensions are considered **excused** absences. Parents/guardians may pick up school work for suspended students each afternoon in the main office. In order to receive credit, all school work missed during the suspension must be completed and submitted to appropriate teachers on the day that the student officially returns to school from the suspension.

Students whose behavior is considered disruptive or who have a continued non-resolved behavior problem may be suspended out of school. This action is deemed very serious and will require a parent-student-administrator conference before reinstatement can take place. **This conference must take place at the school prior to the student returning to class.**

The intention of the staff at Sovereign Community School is to provide a continuous, uninterrupted education for all students.

Issues warranting out-of-school suspension would include, but are not limited to, continuous disruptive behavior or non-compliance of school regulations.

Students in out-of-school suspension will not be allowed to attend any extra-curricular activities or practices related to activities on the days of suspension. All coaches and advisors will be notified of the suspension.

*Students with IEPs are subject to Federal Individuals with Disabilities Education Act (IDEA) regulations 34 CFR 300.519 and 300.520.*

*34 CFR 300.519 For the purpose of removals of a child with a disability from the child's current educational placement under 34 CFR 300.520-300.529, a charge of placement occurs if the removal is for more than 10 consecutive school days or the child is subject to a series of removals that constitute a pattern because they cumulate to more than 10 school days in a school year, and because of factors such as the length of each removal, the total amount of time the child is removed and the proximity of the removals to each other.*

### **In-School Suspension**

In-school suspension (ISS) is an alternative to out of school suspension. A student who receives in-school suspension (ISS) will be isolated in a room under supervised study. While the student is suspended, he/she must complete usual assignments provided by the regular classroom teacher(s). Under no conditions are students allowed to take breaks other than the restroom break under supervision. If the student does not cooperate while in in-school suspension, then he/she may receive additional in-school suspension or out-of-school suspension.

## **Contracts**

**A student may be placed on a Behavior, Attendance, and/or Enrollment Contract** in the event that the current student is having major issues in either of these areas or for a new student wanting to attend the SCS who has had a prior negative history in either of these areas. If he/she violates the Contract, he/she will be subjected to the steps listed in the contract.

### **Expulsion**

A student may be expelled from school if it is shown that his/her conduct does in fact undermine good order, threatens the welfare of the school, disrupts the educational process, or deprive other students of an opportunity to pursue their own education. Expulsion may be for a calendar school year or less depending upon the decision of the School Board.

The process for expulsion is as follows: 1) the Superintendent will make a recommendation to the principal for expulsion; 2) the principal will make a recommendation to the school board for expulsion; 3) If the recommendation for expulsion is not approved by the School Board, other appropriate consequences will be issued to the student; 4) If the expulsion is approved, the student/parent/guardian may follow due process procedures and appeal directly to the School Board within 10 days of the original decision.

## **Due Process for Expulsion**

In all disciplinary actions, students will be afforded due process of law under the Constitution of the United States, and the regulations of the School. Every student is entitled to due process of law before he/she is expelled. The students' rights include the following:

1. Written notice of charges within a reasonable time prior to a hearing. Notice of charges shall include reference to the regulation allegedly violated, the facts alleged to constitute the violation, and the notice of access to all statements of person relating to the charge and to those parts of the student's school record which will be considered in rendering a disciplinary decision.
2. A fair and impartial hearing to the imposition of disciplinary action (absent the actual existence of an emergency situation and immediate danger to the health and safety of the students and others). In an emergency situation, the school official may impose disciplinary action not to exceed a temporary suspension, but shall immediately submit a report, in writing the facts (not conclusion). The report shall indicate the reason for the emergency and shall afford the student a hearing that fully comports with due process as soon as practicable.
3. To have present at the hearing the student's parents/guardians (or their designee) and to be presented by lay or legal counsel of the student's choice. Private attorney's fees are to be borne by the student
4. To produce, and have produced, witnesses on the student's behalf and to confront and examine all witnesses.
5. To records of hearings of disciplinary actions including written findings of fact and conclusions in all cases of disciplinary action.
6. The right of administrative review and appeal.
7. The student shall not be compelled to testify against him/herself.
8. The right to have allegations of misconduct and information pertaining expunged from the student's record in the event the student is found not guilty to the charges.

Under no circumstances shall punishment be cruel, excessive, or administered with malice and/or passion.

34 CFR 300.522(a) the interim alternative educational setting referred to in 34 CFR 300.520(a)(2) Behavior Expectations and Consequences

Overview – the consequences for inappropriate student behavior described on the following pages are designed to be fair, firm, and consistent for all students. They apply to SCS students in any school, or other district building on school property, in school vehicles and school events. School vehicles are defined as school buses and vans owned or leased by the school, and cars and other vehicles owned by school staff and authorized by the school for transporting students.

**Any violent behavior or other activity that takes place outside of the school day and/or takes place away from the school that impacts the school environment, students, or staff may be subject to disciplinary action. Administrators may use discretion in individual cases. Consequences for a specific offense may be more or less severe than indicated if staff members believe it is appropriate.**

Because it is not possible to list every inappropriate behavior that occurs, behaviors not specified will be responded to as necessary by staff. Staff members include bus drivers, chaperones, classroom teachers, counselors, classroom aides, janitors, bus monitors, administrators and other appropriate district staff who deal with minor infractions. **All staff members are mandated reporters according to Federal Law.**

After a student has received an out-of-school suspension, a **re-entry conference must** be held with the student, parent/guardian and appropriate administrator to discuss the behavior(s) that led to the suspension, appropriate alternative behaviors the student might have chosen, and a plan to prevent future inappropriate behaviors. **This conference must take place at the school prior to the student returning to class.**

The administrator may involve the police and other law enforcement authorities as necessary. If a student violates a school rule which is also a violation of a law, the student may be referred to the police in addition to being dealt with as described in the regulation. Special Education and discipline records will be consistent with the Family Educational Right and Privacy Act (FERPA).

Depending on the nature and degree of the offense and the number of prior offenses, any one or a combination of the list of possible consequences may also be assigned by the school administrator. The possible consequences listed below are not intended to be all-inclusive. They are presented as guidelines for staff, students, and parents. A list of possible consequences include:

- 1) Detention
  - a. During lunch
  - b. After school
  - c. Office
- 2) In-school suspension (ISS)
- 3) Out-of-school suspension (OSS)
- 4) Suspension from school activities-Athletic Events(practice and games)
- 5) Alcohol/drug testing
- 6) Confiscation
- 7) Individual contract
- 8) Reasonable use of physical restraint or force
- 9) Meeting with the Chemical Dependency Unit
- 10) Parent/guardian conference
- 11) Restitution
- 12) Successful completion of a drug treatment program
- 13) Referral to counseling or social worker
- 14) Support group attendance
- 15) Probation officer notification
- 16) Police notification
- 17) Expulsion

Except for serious offenses, the accumulation of consequences shall count for only one school year. All students will begin each year with no carry-over of consequences.

### **Exceptional Misconduct**

**Exceptional misconduct is so serious in nature and disruptive in its effect upon the operation of the school, an immediate short or long term suspension or expulsion is warranted. Behaviors resulting in immediate short or long term suspension may occur on the first offense.**

### **Restitution**

To help students assume responsibility for damage of school property, they will be asked for restitution of lost or damaged materials, equipment, or other school property. This policy aligns with set plans that involve the restorative justice practice and will reflect as such.

### **Anti-Bullying Policy**

The Sovereign Community School Board representing the Sovereign Community School is committed to protecting its students, employees, and applicants for admission from bullying, harassment, or discrimination for any reason and of any type. The School Board believes that all students and employees are entitled to a safe, equitable, and harassment free school experience. Bullying, harassment or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all application Federal and State Laws. Conduct that Constitutes Bullying, Harassment or Discrimination, as defined herein is PROHIBITED.

It is essential that a basic universal prevention curriculum is in place so that the school will receive a culture of Health, Wellness, Safety, Respect, and Excellence.

The standards of this policy constitute a specific, focused, coordinated, integrated, culturally sensitive system of supports for all students, staff, families, and community agencies that will improve relations within the school. It is designed to ensure that the school has staff that have been trained and are supported in their school's efforts to provide awareness, intervention training, and instructional strategies on prevention, to each staff, parent, and student in the school and to direct follow up when incidents are reported and/or occur.

#### **I. Definitions**

- A. "Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or dehumanizing gesture, by an adult for student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but not limited to:

- 1. unwanted teasing



2. threatening
  3. intimidating
  4. stalking
  5. cyber stalking
  6. cyber bullying
  7. physical violence
  8. theft
  9. sexual, religious, or racial harassment
  10. public humiliation
  11. destruction of school or personal property
  12. social exclusion
  13. rumor or spreading of falsehoods
- B. "Harassment" means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:
1. places reasonable fear of harm to person or property.
  2. effects or interferes with educational or work performance.
  3. effects the emotional wellbeing of student or staff
  4. disrupts the orderly operation of the school
- C. "Cyber stalking" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- D. "Cyber bullying" is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social web-sites (Instagram, Snapchat, TikTok, Twitter, YouTube, Facebook, etc), chat rooms, and instant messaging.

The Sovereign Community School expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

### **Special Education Disciplinary Procedure**

If the student falls under the procedural protection of the *Individuals with Disabilities Education Act* (IDEA), or under section 504, refer to current federal policies and procedures and italicized policy descriptions.

### **Discipline Code/Sanctions**

The following student behaviors will lead to a variety of consequences. The consequences apply regardless of whether the inappropriate behavior took place in school, in a district vehicle, at another school or district activity, or during any part of the school day. Except for serious offenses and safety

related behaviors, the accumulation of consequences will increase step-by-step, taking into account the student's overall record and shall count for one school year or less depending on good behavior.

**This document is intended to be used only as a guideline.**

Behavior/Incident	1 <sup>st</sup> Step	2 <sup>nd</sup> Step	3 <sup>rd</sup> Step
<p><b>Behavioral Issues</b>  <b>Bodily Harm, Unintentional</b>  <b>Cheating</b>  <b>Dress Code Violations</b>  <b>Food and Beverages</b>  <b>Horseplay</b>  <b>Language, Inappropriate</b>  <b>Public Display of Affection</b>  <b>Skiping Class</b>  <b>Tardiness</b>  <b>Technology/Telecommunication</b>  <b>Misuse</b>  <b>Trespassing</b>  <b>Vandalism</b></p> <p><b>Gambling</b>  <b>Gang Paraphernalia, Possession of</b></p> <p><b>Tobacco.</b> Possessing or using tobacco or smoking paraphernalia (i.e. Pipes, papers, matches, lighters) in any school location, in districts buses or vehicles, or at district events, unless for ceremonial purposes. Sovereign Community School is a "smoke-free" facility.</p> <p><b>Assault, Verbal.</b> Language (oral or written) toward another person, adult, or student that is intended to cause fear (of bodily harm or death).</p> <p><b>Insubordination, Interference, Disruption or Obstruction.</b> Any physical action taken to attempt to prevent a staff member or student from exercising his/her lawfully assigned duties or interfering with the educational process.</p> <p><b>Leaving school without permission</b></p>	<p>The student behaviors in this column have a variety of consequences. Penalties will be based on the severity and number of occurrences of such actions. Restorative justice Practices are a huge focus of our school culture here at SCS and will be implemented as much as possible from big to small situations concerning staff and students</p> <p>Penalties may range from a documented warning and calling a parent/guardian, to calling the police and Expulsion.</p>		

<b>Driving Careless or Reckless.</b> Driving on school property in such a manner as to endanger persons or property.	Documented Warning  Temporary loss of driving privilege at school  Possible Police Referral	Temporary loss of driving privilege at school  Possible Police referral	Permanent loss of driving privilege at school  Police referral
<b>Bullying and Harassment</b> <b>See pages 21-22 for a detailed description of the SCS Bullying Policy</b>	Bullying and Harassment will not be tolerated at SCS. Penalties will be based on the severity and number of occurrences of such actions. Penalties may include documented warnings, ISS, OSS, Police Referrals, Counseling, or Expulsion, just to name a few.		
<b>Alcohol or Chemicals, Possession or Use.</b> <b>Assault, Physical Fighting</b> <b>Fire Alarm or 911 calls</b> <b>Fire Extinguisher, Unauthorized Use</b> <b>Hate Speech</b> <b>Theft, or Knowingly Receiving or Possessing Stolen Property</b>	3 Day OSS  Police Referral	5 Day OSS  Police Referral	Expulsion  Police Referral
<b>Falsification of Records or Identification</b>	Conference with Parent, Administrator, and Student  Police Referral	Expulsion  Police Referral	
<b>Aggravated Assault</b> <b>Alcohol or Chemicals, Possession With Intent to Distribute or Sell.</b> <b>Arson</b> <b>Bomb Threat</b> <b>Burglary</b> <b>Explosives (Use or Possession)</b> <b>Sexual Misconduct, Non-consensual</b> <b>Terroristic Threats</b> <b>Weapon Possession</b>	Expulsion  Police Referral		

## Glossary/Terminology

**Alcohol or chemicals, Possession With the Intent to Distribute or Sell.** Selling, Distributing, delivering, exchanging, or intending to sell, deliver, exchange or distribute any alcohol, narcotics, or controlled substance is prohibited by State and Federal Laws.

**Alcohol or chemicals, Possession or Use.** Possessing or being under the influence of any alcohol, narcotic or controlled substance where possession or use is prohibited by State or Federal Law. Students will be considered in possession of alcohol, narcotics, or controlled substances if they are in an area where such substances are present.

**Arson.** Intentional destruction or damage to school property or other property by means of fire.

**Assault, Aggravated.** Committing an assault upon another person with a weapon, or an assault that inflicts substantial or great bodily harm upon another person

**Assault, Physical.** Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person

**Assault, Verbal.** Language (oral or written) toward another person, adult, or student that is intended to cause fear of bodily harm.

**Bodily Harm, Unintentional.** Commit a careless act, which inflicts bodily harm upon another person.

**Bomb Threat.** Making, publishing, or conveying in a manner a bomb threat pertaining to a school location or a school staff member.

**Burglary. Entering a district building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.**

**Cheating.** Scholastic dishonesty that includes but is not limited to, cheating on a school assignment, or tests, plagiarism or collusion.

**Chemicals Possession With the Intent to Distribute or Sell.** Sell or distributing or intending to sell or distribute, any narcotic, controlled or look-alike substance where sale or distribution is prohibited by Tribal or Federal Law.

**Dress.** Potentially disruptive, offensive, or suggestive clothing that depicts illegal activities or health/safety concerns. Clothing that depicts alcohol, drug or tobacco product, or gang affiliation is inappropriate. Clothing with explicit sexual and violence-based graphics is also inappropriate. Clothing or other artifacts that indicate

**Driving Careless or Reckless.** Driving on school property in such a manner as to endanger persons or property.

**Explosives.** Using any compound, mixture or device, the primary or common purpose of which is to function by explosion. Any Class A, B, or C explosive (as defined by state statute) i.e. dynamite, firecrackers, stink/smoke bombs, sparklers, or bottle rockets.

**Falsification of Records or Identification.** Falsifying signatures or data, forging notes, or refusing to give proper identification or giving false information to a staff member.

**Fighting.** Mutual combat (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbal and physical action, regardless of who initiated the fight or whether it is believed that a student is acting in self-defense.

**Fire Alarm or 911 calls.** Intentionally giving false alarm of a fire, or tampering or interfering with any fire alarm.

**Fire Extinguisher, Unauthorized Use.** Unauthorized use of a fire extinguisher

**Food and Beverages:** Consuming at inappropriate times/places or consuming inappropriate items (i.e.energy drinks).

**Gang Paraphernalia:** Wearing gang affiliated clothing, showing gang hand signs, or writing, drawing or creating gang symbols.

**Gambling:** Playing a game of chance for stakes (unless under supervision of staff (ex; Shoe game, hand games, etc)

**Hate Speech.** Students found responsible for verbal attacks involving another student's or staff member's race, gender, ethnicity, religion, spiritual beliefs, disability, tribal background, etc.that are shown to be detrimental to the learning experience and feelings of comfort and safety of the targeted individual.

**Interference, Disruption or Obstruction.** Any physical action taken to attempt to prevent a staff member or student from exercising his/her lawfully assigned duties or interfering with the educational process.

**Insubordination.**

**Language, Inappropriate.** Use of language that includes, but is not limited to, obscenity, profanity, swearing, or cursing which could be directed to an individual. This may be done verbally or in writing.

**Public Display of Affection.** Kissing and touching each other, “making-out” in the hallways, and close contact in an inappropriate manner.

**Robbery, Extortion** obtaining property from another person where his/her consent was induced by use of force, threat, or force or under false pretenses.

**Tardiness.** Arriving at school or class late without an acceptable excuse for not attending classes.

**Technology or Telecommunication Misuse.** Misuse of equipment, deletion, or violation of password protected files, computer programs, data or systems files, unethical use of information or violation of copyright laws, accessing, up-loading, down-loading, printing, distributing or transmitting pornographic, obscene, abusive, sexually explicit or gang related material; vandalizing damaging or disabling the property of another person or organization, unauthorized commercial use or financial gain of the user.

**Terrorist Threat.** Threatening, directly or indirectly, to commit any crime of violence with the purpose of terrorizing another person or group of people.

**Theft, or Knowingly Receiving or Possessing Stolen Property.** Unauthorized taking of the property of another person, or receiving or possessing such property.

**Trespassing.** Being present in any district facility when it is closed to the individual or public or unauthorized presence in a district vehicle. Any student on suspension who goes to a school location without permission is subject to an increase in suspension time.

**Vandalism.** Defacing, cutting or otherwise damaging property that belongs to the school, to other students, staff members, or to other individuals while the student is on school property, at a school activity, in a school vehicle or under the supervision of school staff.

## **Students Grievance Procedure**

Sovereign Community School staff will administer student policy fairly and equitably. In the event that a student/parent/guardian feels that his/her rights have been denied, the following grievance procedure is to be followed:

1. Present complaint to the Principal in writing, along with reasons for the complaint, within 5 days of the alleged violation.
2. The Principal shall investigate the complaint and set up mediation between parties to resolve the issue.
3. If the student/parent/guardian is not satisfied with the findings of the mediation then he/she must appeal to a School Board representative in writing no later than 5 days after the mediation. The School board rep. will respond within 5 days.
4. If the student/parent/guardian is not satisfied with the decision of the school board Rep., a written appeal may be presented to the entire School Board within

5 days and a hearing held within 30 days. The decision of the School Board is final.

## **STUDENT/PARENT/SCHOOL AGREEMENT**

### **Student Responsibility – I will:**

- a. Attend school regularly.
- b. Complete required homework that is necessary for my success in school.
- c. Come to school drug and alcohol free.
- d. Come prepared to class and ready to work to my full potential.
- e. Come to school each day prepared to learn and improve my work.
- f. Abide by the behavior rules set by the school .
- g. Take pride and show respect for my school.
- h. Not litter, deface or damage school property.
- i. Not threaten my fellow students or staff.

### **Parent/Guardian Responsibility – I (we) will:**

- a. Insure that my child attends school regularly and misses school only when absolutely necessary.
- b. Contact teacher(s), principal or staff about concerns or problems regarding my child.
- c. Contact the school by phone, email, or note to explain absences.
- d. Provide my child with the proper nutrition and rest so he/she may learn to his/her maximum potential.
- e. Assist and supervise any homework my child may bring home.
- f. Insure good communication is maintained with the school by responding to notes, emails, and messages from the school, attending parent/teacher conferences, and working with the school to help my child in areas that need attention.
- g. Reflect a value for education and personal growth.
- h. See that my child develops the positive behaviors encouraged at school.
- i. Complete all required school paperwork as completely and thoroughly as possible.

### **School Responsibility – The school will:**

- a. Provide a safe and supportive environment where all are respected
- b. Provide a safe, clean facility and safe, secure transportation.
- c. Include Indigenous culture and encourage the use of Indigenous languages.
- d. Encourage parental/community involvement and open communication
- e. Prepare students to meet graduation requirements
- f. Enhance culture by integrating it into all areas of the school, which in turn positively affects students' self-esteem respect and success.
- g. Challenge learners so that they can be confident and develop their full potential academically, socially, culturally, emotionally, mentally and physically.
- h. Provide homework when necessary to encourage mastery.
- i. Measure student progress in a variety of ways and relating this progress to students and parents in a positive manner.
- j. Assure that all decisions and disciplinary actions are fair, consistent and non-discriminatory.
- k. Notify parent/guardian of disciplinary actions.
- l. Notify parent/guardian of successes and accomplishments in school.

Please return this page to the school.

_____ Parent/Guardian Signature	_____ Date
_____ Student Signature	_____ Date
_____ School Administrator Signature	_____ Date